

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA**

**CHAPTER 7, 11, 12 AND 13 CASE FILING CHECKLIST**

**MINIMUM REQUIREMENTS:**

**REFERENCE**

- \_\_\_ **NOTICE TO INDIVIDUAL CONSUMER DEBTOR(S)**  
[Individuals only; not required in Chapter 12; original only; signed by debtor(s)] LBR 1002-2 & 5005-1
- \_\_\_ **VOLUNTARY PETITION**  
[Official Form 1; original + 3 copies - 5 copies if Chapter 11; signed by attorney and debtor(s)-perjury] FRBP 1002  
LBR 1002-1, 1007-1 & 5005-1
- \_\_\_ **EXHIBIT A** - only if Chapter 11 corporation
- \_\_\_ **EXHIBIT B** - only if Chapter 7 individual
- \_\_\_ **CORPORATE RESOLUTION** - only if corporation LBR 1074-1 & 5005-1
- \_\_\_ **DECLARATION OF DIVISIONAL VENUE**  
[Completed; original only; signed by attorney or pro se debtor(s)] LBR 1014-2 & 5005 -1
- \_\_\_ **FEE:\$** \_\_\_\_\_  
[Signed check, money order or cash; if pro se, must be cash or money order; payable to "Clerk, U.S. Bankruptcy Court"; if individual, debtor(s) may file "Application to Pay Filing Fee In Installments- Eastern District of Virginia"; if debtor still owes a filing fee or portion thereof for a previously filed petition, payment in full of past due amount]; **PAYMENT DUE AT TIME OF FILING** 28 U.S.C. 1930  
LBR 1006-1 & 5005-1
- \_\_\_ **LIST OF CREDITORS [MAILING MATRIX] WITH COVER SHEET**  
[Must be submitted on computer diskette in format specified by Clerk's Office] LBR 1007-1 & 5005-1
- \_\_\_ **CHAPTER 11: LIST OF CREDITORS HOLDING 20 LARGEST UNSECURED CLAIMS**  
[Official Form 4; original + 5 copies; signed by debtor(s) and dated-perjury] ; FRBP 1007  
LBR 1007-1 & 5005-1
- \_\_\_ **LIST DUE AT TIME OF FILING**

**DEPUTY CLERK TO GIVE COPY OF LOCAL BANKRUPTCY RULE(S) 1007-1, 1007-3, 3015-1 and/or 3015-2, AS APPLICABLE, TO ATTORNEY/DEBTOR IF FILING NOT ACCOMPANIED BY THE FOLLOWING AT TIME OF FILING.** LBR 1007-1 statements/schedules and Chapter 13 Plan shall be filed by debtor(s) within **15** days after order of relief; LBR 1007-3 statement within **30** days after petition filed or before 341 meeting, whichever is earlier; Chapter 12 Plan shall be filed within **90** days after order for relief; disclosure statement of bankruptcy petition preparer shall be filed within **10** days after petition filed.

**COMPLETION OF CASE FILING**

**REFERENCE**

- \_\_\_ **OFFICIAL FORM 6 SCHEDULES**  
FRBP 1007  
LBR 1007-1 & 5005-1
- \_\_\_ \* **SUMMARY OF SCHEDULES**
- \_\_\_ \* **SCHEDULE A - REAL PROPERTY**
- \_\_\_ \* **SCHEDULE B - PERSONAL PROPERTY**
- \_\_\_ \* **SCHEDULE C - PROPERTY CLAIMED AS EXEMPT**
- \_\_\_ \* **SCHEDULE D - CREDITORS HOLDING SECURED CLAIMS**
- \_\_\_ \* **SCHEDULE E - CREDITORS HOLDING UNSECURED CLAIMS**
- \_\_\_ \* **SCHEDULE F - CREDITORS HOLDING UNSECURED NONPRIORITY CLAIMS**
- \_\_\_ \* **SCHEDULE G - EXECUTORY CONTRACTS AND UNEXPIRED LEASES**
- \_\_\_ \* **SCHEDULE H - CODEBTORS**
- \_\_\_ \* **SCHEDULE I - CURRENT INCOME OF INDIVIDUAL DEBTOR(S)**
- \_\_\_ \* **SCHEDULE J - CURRENT EXPENDITURES OF INDIVIDUAL DEBTOR(S)**  
[Original & 3 copies - 5 copies if Chapter 11, signed by debtor(s)-perjury]
- [Note: Summary and Schedules A through J should be filed for all cases; no Official Form prescribed for Schedules I and J for corporations/partnerships; if a schedule is not applicable, so state on said schedule]
- \_\_\_ **STATEMENT OF FINANCIAL AFFAIRS**  
[Official Form 7]  
[Original & 3 copies - 5 copies if Chapter 11, signed by debtor(s)-perjury] FRBP 1007  
LBR 1007-1 & 5005-1
- \_\_\_ **CHAPTER 7 INDIVIDUAL DEBTOR'S STATEMENT OF INTENTION**  
[Official Form 8; original + 3 copies; signed by debtor(s); filed within 30 days or by 341 meeting, whichever is earlier] FRBP 1007  
LBR 1007-3 & 5005-1
- \_\_\_ **CHAPTER 11 LIST OF EQUITY SECURITY HOLDERS**  
[Original + 5 copies; signed by debtor(s) and dated-perjury; include names, addresses, number and kind of interests] FRBP 1007  
LBR 1007-1 & 5005-1
- \_\_\_ **CHAPTER 12 PLAN/CHAPTER 13 PLAN**  
[Chapter 12 - original + 2 copies; Chapter 13 - original + 1 copy; signed by debtor(s) and dated; Chapter 13 Plan - form approved by the Court, accompanied by proof of service] FRBP 3015  
LBR 3015-1, 3015-2 & 5005-1
- \_\_\_ **DISCLOSURE STATEMENT OF ATTORNEY/BANKRUPTCY PETITION PREPARER**  
[Original only with certificate of service; signed by attorney/bankruptcy petition preparer] FRBP 2016; 11 U.S.C. 110(h)(1)  
LBR 1007-1, 2016-1(B) & 5005-1

**NOTE: Only the originals need be signed and verified, but copies must be conformed to the originals**